

Cedar Riverside Community School
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Minutes
Board of Directors Meeting
December 12, 2018

Board Members in Attendance: Kia Britain, Malcolm Currie, Julie Landswerk, Michelle Jacobs

Board Members Absent: Fadumo Abdullahi, Abdullahi Alibarre, Sonja Berven

Others in Attendance: Bert Strassburg

1. Call to Order
 - a. M. Currie called the meeting to order at 4:30 PM
2. Reading of the Vision, Mission, & Values
3. Approval of the Agenda
 - a. M. Jacobs motions to approve the agenda
 - b. J. Landswerk seconds
 - c. Motion passes unanimously
4. Public Comment
 - a. none
5. Consent Agenda
 - a. Corrected Minutes Board meeting 10.10.18
 - b. Corrected Minutes Annual Meeting of Membership 10.30.18
 - c. Minutes Board meeting 11.14.18
 - d. Minutes Special Board meeting 12.6.18
 - e. K. Britain motions to approve the consent agenda
 - f. J. Landswerk seconds
 - g. Motion passes unanimously
6. Old Business
 - a. Vendor Contract Caden Technologies
 - i. Training on website has been provided for administrative assistant
 - ii. Will keep vendor contract for website and technology support and renew in June
 - iii. Finance committee will look at vendor contract for any extraneous spending within the contract
7. New Business
 - a. Financial report
 - i. Cash balance was \$820,209 at month-end
 - ii. 99 days of operating cash on hand.
 - iii. The cash balance is high because the school received their 3 large holdback payments from FY 2018 on October 30th.
 - iv. Five months or 42% of the year is complete at November 30th.
 - v. The enrollment used for the working budget is 143.
 - vi. Audited UFARS data was submitted to MDE as of 11-30-18.
 - vii. Final Audited Financial Statements are due to MDE as of December 31, 2018.
 - viii. K. Britain makes a motion to approve the monthly financials
 - ix. M. Jacobs seconds
 - x. Motion passes unanimously
 - b. FY 2018 Financial Audit report
 - i. Audit was clean
 - ii. One instance of non compliance some credit card receipts not accounted for

- iii. Fund Balance
 - 1. Total general Fund Balance \$775,496
 - 2. Total General Fund Expenditures
 - 3. Fund Balance as a Percent of Expenditures 26.97%
 - iv. ADM 160.8 for the FY 18
 - v. Operating lease asset and liability recorded in audit
 - vi. K. Britain makes a motion to approve the FY 2018 Audit
 - vii. M. Jacobs seconds
 - viii. Motion passes unanimously
8. Board Updates
- a. Authorizer report
 - i. PUC was confused with the purpose of previous special board meeting confusion was resolved
 - b. MACS Training
 - i. MACS will provide training specific to CRCS
 - ii. S. Berven will propose to MACS 1/30 and 2/6 at 4:30 as dates for this training
 - c. Role of Board vs. Role of Executive Director
 - i. Documents provided to board about non-profit governance and role of administration.
9. Committee Reports
- a. Annual Meeting Committee (M. Jacobs & K. Britain)
 - i. No report
 - ii. Inactive committee until July 2019
 - b. Executive Director Evaluation Committee (S. Berven, M. Currie, & M. Jacobs)
 - i. No report
 - c. Policy & Personnel Committee (S. Berven, M. Currie, & Bert Strassburg)
 - i. PUC Contract Articles V - VIII
 - ii. Policy 6.4.1 Release time for Religious Events and Religious Accommodation
 - 1. Policy has not changed significantly
 - 2. Quiet room that is not designated as a prayer room required
 - d. Finance & Facilities Committee (M. Jacobs, Bert Strassburg, & Brenda Kes)
 - i. Lease aid submitting was not a concern
 - ii. MDE did not cover \$15,000 of Special Education expenditures due to an excessive salary and absent record keeping issue has been resolved for the current year
 - iii. Food service is looking at over expenditures
10. Director's Report
- a. Data Report
 - i. There are areas for growth
 - ii. Out of other comparable PUC schools we have the highest amount of growth in MCA reading scores according to MDE
 - b. World's Best Workforce
 - i. Due Friday 12.14.18
 - ii. Annual meeting was part of the World's Best Workforce Requirements
 - iii. Mr. Strassburg is in process of completing
 - iv. Working on meeting requirements
 - c. Enrollment
 - i. 145 students Pre K-8
 - d. Recruitment and Marketing
 - i. Mr. Strassburg put together a staff committee
11. Adjourn Meeting
- a. Next meeting January 16, 2019 at 4:30 PM
 - b. M. Jacobs motions to adjourn meeting

- c. J. Landsverk seconds
- d. Motion passes unanimously
- e. Meeting adjourned at 5:47 PM

